

WIP INTERNSHIP REQUEST APPLICATION TIP SHEET

You will need:

- The WIP password assigned to the school of the internship (available from your district office or be contacting WIP at licensing@dpi.wi.gov).
- Name, job title, phone, and email of the school/district's primary contact person.
- Name and information for the cooperating teacher(s). (The cooperating teacher must be appropriately licensed, have three or more years of teaching experience with at least one year teaching with your district, and have completed training in supervision of student teachers/interns.)
- Complete details regarding the internship(s) including:
 - Subjects and grade levels to be taught.
 - Intern duties.
 - A breakdown of the hours spent teaching, team teaching, and planning/observing.

More than one intern and/or more than one semester may be covered by one internship request if the design of the internship is consistent. For example, a school may request two fall semester interns and two spring semester interns using just one online internship request submission if the design of all four internships is the same.

The Internship Request Application system is found at <https://www2.dpi.wi.gov/lic-la/irhome.do>.

Signature Page

After the online internship request is submitted, a signature sheet will be made available on the next screen. This sheet must be printed and used to obtain signatures from the following parties:

- Principal
- District administrator
- Cooperating teacher
- Local teachers' association representative, when there is one

This signature sheet is then returned to the WIP director via U.S. mail at the address on the form. You can speed up the approval process by scanning the signature sheet into an email attachment and sending it to the WIP director at licensing@dpi.wi.gov. If you choose the latter, please mail the hard copy as well.

Your internship request cannot be approved until the signature sheet is received.

Viewing Internship Requests

The requesting school district can log in and view their internship requests and approval status at any time.

Approved internship requests can be viewed by campuses and by intern candidates.